

**UNITED STATES SECURITIES AND EXCHANGE COMMISSION  
ATTORNEY  
VACANCY ANNOUNCEMENT**

**Announcement Number: 04-249-DW  
Opening Date: 09/17/04  
Closing Date: 10/08/04**

<b>POSITION TITLE, PAY PLAN, SERIES, GRADE&amp; SALARY</b> Supervisory Trial Attorney (SI), SK-905-17, \$136,111 – \$174,381 This is a non-bargaining unit position	<b>FULL PERFORMANCE LEVEL</b> SK-905-17
<b>PROMOTION POTENTIAL</b> SK-17	<b>EXCEPTED CIVIL SERVICE</b>
<b>NUMBER OF VACANCIES</b> One	<b>WORK SCHEDULE</b> Full-time
<b>AREA OF CONSIDERATION (U.S. Citizenship Required)</b> Nationwide (All sources)	<b>ORGANIZATION AND DUTY STATION</b> Midwest Regional Office, Trial Unit Chicago, IL

**For additional vacancies that may be available visit: [www.sec.gov/jobs.shtml](http://www.sec.gov/jobs.shtml)**

**SUMMARY OF DUTIES:**

As head of the Midwest Regional Office's Trial Unit, the incumbent is responsible for overseeing and managing all litigation by the Midwest Regional Office. This litigation includes federal court actions and proceedings before administrative law judges. Incumbent directly supervises the members of the Trial Unit (trial attorneys, paralegals, and support staff) and also supervises, on a case-specific basis, staff attorneys and others who are handling litigation. Responsibilities include overseeing all aspects of the Midwest Regional Office's litigation program, reviewing evidence before a case is filed, participating in charging recommendations, participating in significant investigative decisions, reviewing memoranda recommending actions to the Commission, making decisions regarding tactics and strategy in litigation, reviewing all complaints and court pleadings before they are filed, training of attorneys and other professionals relating to litigation, and representing the Commission in court. Incumbent also personally handles his/her own cases. Performs the full range of supervisory duties, including planning the work to be accomplished, making appropriate case assignment and staffing decisions, making recommendations for appointment and promotion of his/her subordinates, identifying developmental or training needs of the staff, evaluating employee performance, and handling other related supervisory responsibilities. Incumbent is responsible for administrative reporting related to litigation matters.

**QUALIFICATIONS REQUIREMENT:** (All candidates must meet the minimum requirements as summarized below). Candidates must possess a JD degree from an accredited U.S. law school and must also be an active member of the bar. Current federal employees must have served at least 52 weeks at the GS/SK-14 level. GS-15 and SK-16 candidates may apply for competitive reassignment. Candidates from the private sector must possess at least six years experience as a practicing attorney. Candidates must have experience showing a high degree of expertise in conducting and managing all phases of complex federal civil and/or criminal litigation.

**QUALITY RANKING FACTORS:** Candidates who meet the above minimum qualification requirements will be evaluated against the following factors to determine the best qualified.

1. Experience that demonstrates the ability to litigate and try complex cases in federal court.
2. Experience that demonstrates the ability to supervise, lead, and motivate others in investigations and litigation.
3. Experience that demonstrates the ability to prepare and oversee the preparation of all types of legal documentation, including briefs, motions and other court pleadings, complaints, and legal memoranda.
4. Knowledge of trial techniques and procedures, the Federal Rules of Evidence, the Federal Rules of Civil Procedure, and the Federal securities laws.

See next page for additional information

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## HOW TO APPLY

Candidates **MUST** submit: A résumé; the Optional Application for Federal Employment; or any other written format of your choice which clearly identifies; 1) The announcement number, title and grade of the job for which you are applying; 2) Bar Membership; and 3) Information required in the OPM pamphlet "Applying for a Federal Job". Please be sure to include your current position title, series, grade and date of last within grade increase or promotion. You should also include the following, if applicable:

1. A résumé that clearly identifies: the announcement number, title and grade of the job for which you are applying, position information, and relevant work experience
2. A separate sheet that clearly addresses the specific Quality Ranking Factors.
3. Your most recent performance appraisal if you are a current SEC or Federal employee.
4. Copy of SF-50, Notification of Personnel Action, to verify Federal civil service status and your grade and step.
5. Personal Information Sheet (optional)

**IF YOU DO NOT PROVIDE ALL THE INFORMATION REQUESTED, YOU MAY LOSE CONSIDERATION FOR THIS POSITION.** None of these forms will be subsequently lent or returned to applicants.

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## FILING APPLICATIONS

Applications should be postmarked and mailed to U.S. Securities and Exchange Commission, Office of Human Resources, 6432 General Green Way, Alexandria, VA 22312, no later than the vacancy announcement closing date. Hand delivered applications from within headquarters must be personally accepted and date stamped in OHR mini Personnel Office, Room 1120, Mail Stop 1-3 on or before the vacancy announcement closing date.

Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation. In accordance with agency policy, SEC will only accept FAX applications if there is evidence that they were not sent from Federal Government FAX machines. Applicants are reminded of legal prohibition against the use of Government envelopes or other property for other than officially approved activities. These prohibitions are contained in 5 U.S.C. 735.205, 39 U.S.C. and 18 U.S.C.

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## WHERE TO FILE

U.S. Securities and Exchange Commission  
6432 General Green Way, Mail Stop O-1  
Alexandria, Virginia 22312  
ATTN: Allison Myers-Hourcle  
FAX NUMBER: 703-914-0556

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## ADDITIONAL INFORMATION

Security Clearance: The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.

Moving expenses\_\_\_ will X will not be paid.

New supervisors will be required to serve a one-year supervisory probationary period.

**EQUAL EMPLOYMENT OPPORTUNITY:** All candidates will be considered without regard to any non-merit reason such as race, color, sex, age, religion, sexual orientation, national origin, or disability status.

SEC provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OHR. The decision on granting reasonable accommodation will be on a case-by-case basis.